



Human Resource Services

CAN Program 2004 GRANT APPLICATION

Please complete the CPS grant application and submit with the information described below. Incomplete applications as well as those that are received after the deadline will not be considered.

Application must be no longer than three pages and include the following information:

- ☐ Program goals, objectives, and initiatives to be supported by the grant
- ☐ Program implementation dates
- ☐ Targeted clients/audience/service areas
- ☐ Description of how the program will be evaluated
- ☐ Opportunity for donor recognition
- ☐ Written commitment that an outcome report will be submitted to CPS when the grant award is expended or as requested by CPS

The application must also be accompanied by the following appendices:

- ☐ Copy of IRS 501c(3) ruling and federal tax identification number
- ☐ Recently audited financial statements, income, and expense budget signed by an individual that oversees the agency and who is not an employee
- ☐ List of independent, volunteer board of directors, advisory committee members, and key management personnel

All organizations receiving grants from CPS must have a W-9 form on file. If an organization is awarded a grant, it will be required to complete a W-9 form and submit it to CPS prior to grant disbursement.

Completed applications must be received by CPS by June 30, 2004 by 5:00pm (Pacific). Mail the completed original grant application to:

CPS CAN Grant Program
CPS Human Resource Services
241 Lathrop Way
Sacramento, CA 95815

Mail a copy of the grant application to the CPS Office nearest you. Please mark the package:
Attn: CPS CAN Grant Program

- ☐ Madison, Wisconsin - 2923 Marketplace Drive, Suite 108, Madison, WI 53719
- ☐ Washington, D.C. – 444 North Capitol Street #201, Washington DC 20001
- ☐ Atlanta, GA – 150 Interstate North Pkwy SE, Suite 205, Atlanta, GA 30339
- ☐ Chicago, IL – 10600 W. Higgins Road, Suite 524, Rosemont, IL 60018
- ☐ Crystal City, VA – 2711 Jefferson Davis Hwy, Suite 900, Arlington, VA 22202



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2004 GRANT APPLICATION FORM

(Please print – you may use additional paper to answer questions)

The CPS priority areas for the 2004 funding year are **Youth Services** and **Family Living and Assistance**. Only non-profit 501c(3) organizations that provide services to one of these two focus areas will be considered for grant awards.

Name of Organization _____

Address _____

City _____ State _____ Zip Code _____

Amount of Grant Request _____

Web Address _____

Executive Director _____

Contact Name _____ Title _____

Phone Number (include area code) _____ FAX _____

Email Address (for confirmation receipt) _____

Brief description of organization's mission, clients served, organizational history, number of years in operation, and major accomplishments. _____

Brief description of request and how the grant will be applied to meet the organization's goals and efforts. _____

How will program success be measured and outcomes be reported? _____

We certify that the information contained within this application is correct, and if our organization is awarded a grant, the grant will be applied to the program, purpose, or initiative consistent with this application. In the event that a grant is received, an outcome report will be submitted to CPS within 30 days of expenditure of the funds and/or completion of the program or initiative.

Executive Director (signature)

Date

Board President (signature)

Date